



EMERGENCY ACTION AND RESPONSE PLAN



KEY TECHNOLOGY INC.

150 Avery Street

Walla Walla, WA

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EMERGENCY ACTION AND RESPONSE PLAN



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EMERGENCY ACTION AND RESPONSE PLAN



EMERGENCY ACTION AND RESPONSE PLAN



1.0 PURPOSE

The purpose of the Key Technology, Inc. *Emergency Action and Response Plan* is to establish the procedures for employees to follow in an emergency situation. At Key Technology there is a remote possibility for fires, explosions, spills, chemical releases or other emergencies. In the event that one of these emergency hazards occurs, employees must know how to properly respond.

This program outlines the process of preparing for, mitigating, responding to and recovering from an emergency.

2.0 RESPONSIBILITIES

2.1 Safety Officer

The Key Technology **Safety Officer** provides assistance in the development and execution of this written emergency response plan as well as responding to any questions or explanations regarding the plan. The **Safety Officer** maintains a current copy of the plan on the company intranet site, and the plan is available for all employees to review.

2.2 Laser Safety Officer (LSO)

The Key Technology Laser Safety Officer (LSO) is responsible for the evaluation and control of laser hazards, and to monitor and enforce the control of these hazards. The LSO maintains the Safety Program documents, SOPs, overviews control measures, training, and performs audits of laser workspaces, among other tasks. The current Safety Program documents and SOPs are available on the intranet site for all employees to review. In addition to the main LSO, there may be several deputy LSOs that can act under the LSOs instructions.

2.3 Emergency Response Team Coordinators

(Safety Officer, Production Manager, Maintenance Supervisor)

The Emergency Response Team Coordinators assume primary responsibility for responding to and coordinating emergency situations including the front-line management of the incident.

Responsibilities include:

- a) Ensuring that all employees are informed about and actively involved with Key Technology Emergency Action and Response Plan.
- b) Providing training to all employees about roles in all emergency plans.
- c) Conducting drills to test the emergency response plan (2 per year).
- d) Ensuring that designated facility personnel are trained in the proper procedures to follow for handling and storage of hazardous materials (including facility inventory hazardous materials), knowing where potential fire ignition sources are and how each is controlled, and for maintaining fire protection equipment and other suppression systems.
- e) Conducting all other actions required in this written program to implement, develop and maintain an effective emergency response plan.
- f) Implementing corrective measures.

Upon notification of a possible or confirmed emergency:

- a) Directing all efforts in the emergency area(s).
- b) Notifying the appropriate authorities for emergency assistance.
- c) Ensuring that outside emergency services such as medical aid and local fire departments are called in when necessary.
- d) Evacuating personnel from the site area and evacuating adjacent businesses if necessary.
- e) Directing the shutdown of the facility operations when necessary.
- f) Completing the follow-up reports.

2.4 Back-up Emergency Response Team Coordinator

The Key Technology **Back-up Emergency Team Coordinator** is designated by the Response Team Coordinators to ensure that a trained person is always available in case the primary Emergency Team Coordinator is not available. The Key Technology Back-up Emergency Team Coordinator must know how to perform all of the duties of the primary Emergency Team Coordinators.

2.5 Emergency Response Team (Designated Safety Committee Members)

The **Emergency Response Team** is the first-line of defense in emergencies. At Key Technology, the Emergency Response Team is comprised of physically capable Safety Committee Members who are trained in the following areas:

- a) The types of possible emergencies and the emergency actions that may be needed including special hazards . The various types of fire extinguishers and how to use them.
- b) First aid, including cardiopulmonary resuscitation (CPR).
- c) The requirements of the OSHA bloodborne pathogens standard.
- d) Evacuation procedures
 - Search and emergency rescue procedures
 - Early stage firefighting
 - Hazardous materials emergency response including chemical spill controls
 - Assisting with the evacuation of employees or guests with disabilities



After training is conducted, the team members have sufficient knowledge to determine whether or not to intervene in a situation and will know the proper procedures to follow when doing so.

2.6 Assembly Area Coordinators

The Assembly Area Coordinators are responsible for working with managers/supervisors to conduct a head count of employees in their assigned assembly areas. They will have direct communication with the Emergency Response Team Coordinator to report head count status and immediately report any missing or unaccounted for employees (See Appendix D).

3.0 FIRE PREVENTION

Key Technology prevents fire emergencies by:

- a) Conducting a regular workplace inspection that includes fire prevention practices.
- b) Controlling and preventing the accumulations of flammable and combustible waste materials and residues so that they do not contribute to a fire emergency.
- c) Informing employees of the hazards associated with the materials and processes to which they are exposed.
- d) Training employees on early fire response procedures and use of fire extinguishers.
- e) Maintaining and checking fire extinguishers monthly and fire alarms and holding a fire evacuation biannually.
- f) Keeping all electrical panels and exit doors clear of any debris.

4.0 HAZARDOUS MATERIALS

Hazard audits are conducted periodically to identify toxic materials in the workplace, hazards, and potentially dangerous conditions. For information on chemicals, the manufacturer or supplier is contacted to obtain Safety Data Sheets (SDS). Copies of SDS are kept on the Company Intranet database. These forms describe the hazards that a chemical may present, list precautions to take when handling, storing, or using the substance, and outline emergency and first-aid procedures.



**SAFETY
DATA
SHEETS**

4.1 HazMat Emergencies

Key Technology *Hazard Communication Program* ensures that the hazards of all chemicals produced or imported are evaluated and that information concerning these hazards is transmitted to employers and employees. This is done by means of comprehensive hazard communication programs including container labeling and other forms of warnings, Safety Data Sheets and employee training.

5.0 PPE

For all person(s) who may be exposed to potentially hazardous substances or electromagnetic radiation, effective personal protective equipment is provided and employees are required to wear all necessary PPE. Some of the hazardous situations that require protection include:

- Chemical splashes or contact with toxic materials
- Falling objects and flying dust particles
- Fires and electrical hazards

In the previous situations, the appropriate PPE to be worn includes:

- Gloves and safety glasses, goggles, or face shields for eye protection.
- Specific laser safety glasses are available from the LSO when working with Class 3B or Class 4 lasers. Laser safety glasses can also be obtained when working with lower power lasers, but this may not be necessary. Please talk with an LSO to confirm.
- Body protection for abnormal environmental conditions such as extreme temperatures.

All personal protective equipment meets the criteria contained within the OSHA standards or those standards described by a nationally recognized standards producing organization.

HMIS	
<input type="checkbox"/>	HEALTH
<input type="checkbox"/>	FLAMMABILITY
<input type="checkbox"/>	REACTIVITY
<input type="checkbox"/>	PPE

6.0 EMERGENCY ACTION PLAN

6.1 Emergency Communications

Communications are needed to:

- Report emergencies
- Warn personnel of danger
- Keep families and off-duty employees informed about what is happening at the facility
- Coordinate response actions and to keep in contact with guests and suppliers.

Emergency communications equipment such as cellular telephones, public address systems, general alarm systems and portable radio units are used at Key Technology for emergency communications.

A list of on site personnel and outside agencies to be contacted in the event of an emergency is maintained and kept up to date. This list includes personnel names, phone numbers, and phone numbers of agencies to contact in case of emergency (See Appendices A and B).

All employees are trained to be familiar with the communications systems – both internal and external – to be used during an emergency. Employees know the types and combinations of systems and their use, as well as back-up systems.

Employees who have guests or contractors on site are responsible for informing them about our safety procedures and emergency evacuation plan. The visitor/contractor should be instructed to go to the designated meeting location specific to the area they are working in, to be accounted for.

An alternate area for a communications center other than management offices has been established in the plans and Key Technology Emergency Response Team Coordinator will operate from this center. This area is the Key Technology ISC building on Poplar Street.

Local government agencies are promptly notified immediately when an emergency has the potential to affect public health and safety.

6.2 Emergency Evacuation Procedures

The following policy is to be used for all mandatory and safety related evacuations. Facility management must be familiar with this policy to ensure the safety of our guests and employees.

- 1) In the event of an evacuation the Emergency Response Team Coordinator should take charge of the process.
- 2) If safe to do so, the Coordinator/Emergency Response Team Members should take the Emergency Binder and radio with them.
Note: Operate handheld radio on channel #6.
- 3) The receptionist will evacuate the building taking the guest/visitor sign-in log with them.
- 4) Emergency Response Team Members should remain calm, and help escort as many employees and guests out of the building as possible.
- 5) If possible, a sweep of the building should be conducted for any remaining employees or guests. The page system may be used to calmly address any other parties in the building.
- 6) All employees and guests must evacuate to the designated safe assembly area indicated on the Key Technology emergency evacuation map.
- 7) The Assembly Area Coordinator will conduct a head count of all employees at the meeting areas. Immediately notify the Coordinator of any employees missing.
- 8) **DO NOT** re-enter the facility for any reason until told to do so by the Assembly Area Coordinator or the Emergency Response Team Coordinator. **DO NOT** leave the property or go to your vehicle unless approval has been given.

6.3 Emergency Escape Route Assignments

Both primary and alternate escape routes have been developed and maintained. Evacuation routes do not go through higher hazard areas. Included with the evacuation routes are designated assembly points.

The assembly areas are at a safe distance from the building (at least 300 feet); well off roadways, fire lanes, and other emergency access routes.

All escape routes meet the following requirements:

- All exits are marked by a readily visible sign with *letters* at least 6 inches high and 3/4 inches wide.
- Where exits are not readily visible, the accesses to the exits are marked by readily visible signs.
- All means of egress are continually maintained and free from all obstructions and impediments.
- Devices and alarms are installed to restrict the improper use of an exit.

- Devices and alarms are designed and installed so that they cannot impede emergency use of such exit.
- All evacuation routes are clearly marked on the evacuation map.

The primary evacuation assembly points at Key Technology-Avery Street location are:



Meeting Area #1 – North Offices & Labs (north of Wicher conf. room)

Meeting Area #2 – Weld/Finishing

Meeting Area #3 – Fabrication, Maintenance, Stockroom, Assembly, QA Lab, Crating

Meeting Area #4 – South Offices (Wicher conf. room and south)

Floor plans or workplace maps are posted in the facility (see Appendix G) . The plans/maps display evacuation routes for the site and immediate area.

6.4 People With Disabilities

Evacuating employees must keep a lookout for disabled guests that may need assistance during an emergency evacuation situation.

If a disabled occupant is unable to exit the building unassisted, an emergency response team member must be alerted. All efforts to transport a disabled occupant down stairwells will be avoided, if possible, until an Emergency Response Team member/Supervisor arrives. Unless imminent life-threatening conditions exist in the immediate area occupied by a non-ambulatory or disabled person, relocation of the individual should be limited to a safe area on the same floor, in close proximity to an evacuation stairwell.

6.5 Medical Assistance

First-Aid Kits

First Aid kits are provided to ensure the safety of employees and guests and to minimize disruption. During new hire orientation all employees are familiarized with the location of the kit, and its contents.



Location: the facility’s Main First Aid kit is located in the First Aid Room in the Manufacturing Offices.

First-Aid Treatment

In emergencies, toxic exposures and hazardous situations may cause injuries and illness. Despite being near a hospital and several clinics, Key Technology has on-site employees trained in first aid, CPR and AED.

All first aid responders must be trained for the following:

1. Certified in emergency first aid, CPR, AED, Bloodborne Pathogen Protection (BPP)
2. Pre-emergency preparation including:
 - Establishing liaison with local medical personnel
 - Informing and educating local medical personnel about site-specific hazards
3. Notifying emergency personnel
4. Establishing on-site emergency first-aid stations

A current listing of all personnel with first aid/CPR duties is maintained by the Safety Officer. A copy of the list is posted on the Safety Boards, as well as on the company Intranet.

It is essential that:

- ✓ First aid supplies are available to the trained medical personnel
- ✓ Emergency phone numbers are placed in conspicuous places near or on telephones
- ✓ Prearranged ambulance services are available for any emergency

During a Medical Emergency:

- After a medical emergency has been identified, the Manager/Supervisor and Safety Officer is notified immediately.
- Severity of the medical emergency and level of action is determined by the Manager/Supervisor and Safety Officer.
- All first aid responders are required to use the proper PPE as needed for bloodborne pathogen control (BBP).
- All injured or ill employees requiring emergency medical care for life/death medical emergencies are transported by local Emergency Medical Services to the nearest local hospital or one suited to handle the type of injury.



6.6 Laser injuries First-aid treatment

1. Laser injuries, call an LSO immediately. Calling 911 will probably not be very helpful unless it is a skin injury caused by the laser cutters, in which case 911 should be called. Laser injuries are not usually life threatening, the LSO will schedule an appointment with a local ophthalmologist for a retinal evaluation.
2. Turn off the laser, keep the person calm and upright (tilted forward if possible)

6.7 Accounting for Personnel

All evacuees gather at their assigned designated assembly area no matter how they may have had to exit the building (See section 6.3).

A list of primary meeting site locations are included along with the assigned Assembly Area Coordinator (See Appendix G).

Once the evacuees have gathered, managers/supervisors are responsible for accounting for personnel in their department. The manager/supervisor will inform the Assembly Area Coordinator of those persons believed missing. The Assembly Area Coordinator will then notify the Emergency Response Team of personnel head count status. Swing shift Assembly Area

Coordinators will also check Assembly Areas # 1 & 4 for any office personnel that may have evacuated. DO NOT allow employees or guests to leave the property until approval has been given.

6.8 Effective Security and Access Control Procedures

Site security is important to prevent inadvertent or unauthorized access to facility property. Isolation of the incident scene must begin when the emergency is discovered. If possible, the discoverer should attempt to secure the scene and control access, but no one should be placed in physical danger to perform these functions. Off-limits areas may be established at a safe distance as soon as possible. If necessary, local law enforcement personnel or private security personnel will be notified to secure the area and prevent the entry of unauthorized personnel.

Off-limits areas will be marked restricted by using any of the following items:

- Preprinted hazard tape
- Ropes
- Signs
- Other visible barricades

7.0 EMERGENCY NOTIFICATION

7.1 Alarm Systems

Key Technology has ensured that a proper alarm system is in place in the facility and that it is in compliance with 29 CFR 1910.165. The system provides warning for emergency action or for reaction time for safe escape of employees from the workplace and/or the immediate work area. The alarm is audible and/or is able to be seen by all people in the facility and it has an auxiliary power supply in the event of a power outage.



The alarm notification itself is a distinctive and recognizable signal to evacuate the work area or perform actions designated under this written plan. Key Technology explains to each employee the means for reporting emergencies, such as manual pull box alarms, public address systems, or telephones.

7.2 Employee Notification

The alarm warning to evacuate the facility will be delivered through an audible, intermittent sound signal alarm. When the evacuation signal is given, all personnel will evacuate the facility and proceed to their designated assembly areas.

An internal network of communications has been developed to alert workers to danger, convey safety information, and maintain site control. Any effective system or combination of systems is employed. Employees will be notified of emergencies by the installed alarm system, public address system or by supervisors depending on the nature and severity of the emergency conditions. During emergency action and response training, employees are made aware of the various types of notification systems.

The reporting of fire or other emergencies shall be given verbally by the employees working in the immediate vicinity.

- The reporting of a fire shall be the word ***"FIRE"***
- The reporting of any chemical release shall be the word ***"SPILL"***.
- The reporting of a flood shall be the word ***"FLOOD"***

Employees will then report the emergency to their department supervisor or other manager.



8.0 EMERGENCY RESPONSE TEAM NOTIFICATION

When notifying on-site emergency response personnel, all available information on the incident is provided. This information may include:

- Location and time of occurrence
- Description of incident and extent of damages
- Injuries or fatalities
- Actions already taken
- Identified response needs



Key Technology Emergency Response Team Coordinator then assesses the emergency situation and make decisions based upon this information.

8.1 Outside Contact

External communications systems and procedures are made clear and accessible to all employees. **The method to contact local Emergency Response Assistance is to call 9-911.**

8.2 Laser Safety Officer (ISO) contact

The LSO needs to be contacted in case of a laser injury, (See Appendix A Emergency Notification Contact list)

8.3 Senior Management Contact

Senior management is to be contacted in the event of an emergency. A Emergency Notification Contact list is maintained and kept up-to-date. Key Technology Emergency Response Team Coordinator is in charge of contacting senior management and all other appropriate authorities. (See Appendix B-Emergency Notification Contact List; Company Policy 1-19 Crisis Communication Plan)

9.0 TRAINING

A sufficient number of persons have been trained to assist in the safe and orderly evacuation of employees. Training for emergency response is necessary so that employees know what actions are required.

All employees are trained in the following:

- Types of potential emergencies
- Alarm systems
- Evacuation plans
- Reporting procedures for personnel
- Shutdown procedures

Training and re-training are conducted as follows:

- Initially when the program is developed
- For all new employees
- When new equipment, materials, or processes are introduced
- When procedures have been updated or revised

- When exercises show that employee performance must be improved
- At least annually

It is important to note that Emergency Response Team members undergo further specialized training to ensure that qualified personnel are available to respond to all possible types of emergency conditions and evacuation needs.

9.1 Evacuation Drills

Drills are required and conducted to assure that the employees know the procedures to follow in the event of an emergency. Twice a year, an emergency drill for all personnel is held at random intervals. Both announced and unannounced drills are conducted. Employees with specific duties receive additional training and more frequent exercise drills.

Immediately following each drill, a performance evaluation is conducted by the Safety Committee and reviewed with Managers. When possible, drills include groups supplying outside services such as fire and police departments. In Key Technology buildings that include other companies with employees, its emergency plans are coordinated with these other companies and employees in the building. The emergency program is reviewed periodically and updated to maintain adequate response personnel and program efficiency.

10.0 REVIEW OF THE PLAN

An audit of this Emergency Plan is conducted at least annually. The Plan is corrected when gaps are found through evacuation lessons, drills and actual events. The Plan also reflects changes made to the layout or floor plan of the facility and any changes with hazards, and ensure that all names, titles and telephone numbers contained within the program are current.

The Plan is also evaluated and modified:

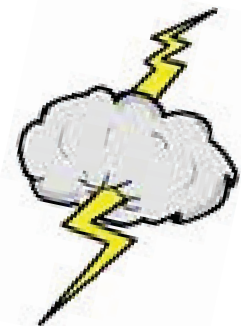
- After each training drill or exercise
- After each emergency
- When personnel or their responsibilities change
- When policies and procedures change

11.0 EMERGENCY SITUATIONS

11.1 Fire/Explosion: Preventive Measures



The key to a fire plan is prevention. All Key Technology employees are made aware of the major workplace fire hazards. Employees know and understand all of the fire hazards of the materials and processes to which they are exposed. Employees also have been informed of fire prevention plans that apply to their work operations, in the process being made aware of the proper handling and storage procedures, potential ignition sources and other control procedures, and the type of fire protection equipment or systems which can control a fire in which they are involved.



Controls are in place to prevent the accumulation of flammable and combustible waste materials and residues so that they do not contribute to a fire hazard.

Equipment and systems installed on heat producing equipment to prevent accidental ignition of combustible materials are regularly and properly maintained according to established procedures.

All employees are properly trained on the correct use of fire extinguishers. Extinguishers are conspicuously located where they can be immediately available and readily accessed and in the event of a fire. They are located along normal routes of travel and are easily accessible.

1. Class "A": Used for paper, wood, etc.
2. Class "B": Used for oils, solvents, gas, grease, etc.
3. Class "C": Used for electrical equipment
4. Class "D": Used on combustible metals

All fire extinguishers are maintained and inspected on a regular basis.



In the Event of a Fire or Explosion:

If a fire or explosion occurs:

- Dial the fire department (9-911). Stay on the line until all information is given to the emergency dispatcher.
- If possible, management must respond to the fire and evaluate the situation.
- All available facility employees must calmly and orderly have guests leave the facility. Check that there is no one remaining in the bathrooms, office, shop areas or stockroom.
- If possible, all facility employees in the immediate area trained in fire extinguisher usage must respond and attempt to put out the fire. At no time shall any employee risk injury.
- Evacuation procedures should be initiated by the Manager/Supervisor.
- All personnel immediately evacuate the facility and respond to the designated safe area. A head count of all employees will be performed by the Meeting Area Coordinator.
- The Emergency Response Team Coordinators will verify that the fire sprinkler system water valves are open. These are the red lines located along the south-west wall in the crating department.
- All personnel shall remain at the designated safe area until given the "All Clear" signal.
- The manager/supervisor on duty will collect statements from all facility employees involved.

It is important to never attempt to fight an interior fire if any of the following conditions exist:

- If the fire is spreading beyond the immediate area where it started, or is already a large fire.
- If the fire could block your escape.
- If you are unsure of the proper operation of the fire extinguisher.



If you are trapped and cannot escape:

- Call Key Technology Emergency Response Team Coordinator, Manager, Supervisor or 9- 911 (if possible).
- If you get caught in smoke, get down on your hands and knees and stay low; smoke and hot fumes rise, so the cleanest air is near the floor.
- And if the fire is on the other side of the door to the room you are in, try to seal the doorway so that smoke and fumes cannot enter your room.
- And if water is available in the room, use a wet rag or a piece of clothing as a filter through which to breathe.

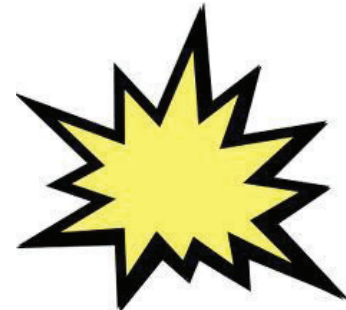
After the fire:

- Follow the direction of the emergency response personnel. Do not reenter the building until the “All Clear” signal is given.

11.2 Bomb Threats

Bomb threats are made in a variety of ways. Often times they are called in, usually to the target, but they can also be communicated in writing or by recording. All bomb threats are to be taken seriously at Key Technology. If a bomb threat is received, follow the procedures outlined below:

1. Do not hang up the phone.
2. Try to get as much information as possible, including:
 - The location of the bomb
 - The time the bomb is set to explode
 - The type of bomb
 - The type of container the bomb is in
 - Why the bomb was placed there
 - The caller’s identity
3. Alert another staff member to call the telephone company to attempt to trace the call.
4. Get the caller to talk as long as possible.
5. Listen for any background noises, voice inflection, accent or anything else that would help to determine the origin of the call.
6. Notify Key Technology Manager/Supervisor of the threat.



Key Technology Manager/Supervisor will:

1. Call the police department and request assistance.
2. **Refer to Company Policy 1-19 Crisis Communication Plan for internal contacts and procedures.**

If evacuation has been decided upon, no one will enter the office until the police department has given an all clear to management member in charge.

Once the bomb threat has been received, all employees will evacuate the building upon instructions from properly identified emergency response. All evacuees will report to an outside pre-designated assembly area for accountability.

11.3 Suspicious Packages and Letters

- If a suspicious package or letter arrives at the facility , personnel should not open it.
- Isolate the package or letter and evacuate the immediate area.
- Contact the nearest supervisor or manager immediately after evacuating the area.
- Do not put the package or letter in water or a confined space, such as a desk drawer or filing cabinet.
- If possible, open windows in the immediate area to assist in venting potential explosive gasses.

11.4 Workplace Violence or Hostage Situation

Although extremely unlikely, it is possible that a violent situation may develop at work involving a person who is prone to act or has already acted violently. Knowing how to respond is important for your safety and the safety of other people.

Workplace Violence: What To Know What To Do

The best response to encountering a person about to become violent or open hostility is to try to defuse the impending violence or prevent more violence. This means following these steps in order:

1. Accept the situation as it is; apathy, denial and ignorance reduce safety and survival. Stay calm.
2. Always call (9) 9-1-1 if you can do so safely.
3. Don't endanger yourself unnecessarily. Run away. This is most possible when verbal abuse is encountered and before physical violence has occurred. If running away is impossible, then hide using counters, desks or other physical barriers as shields.
4. If you are unsuccessful in running away or hiding, then "fight". In situations where threats with a weapon or hostage(s) exists this means:
 - a) Stay calm. Maintain eye contact; be courteous and patient.
 - b) Attempt to de-escalate with active LISTENING to the person's grievance without comment or judgment. Understand the person's mindset (see "Additional Information" below). Speak in a soothing yet authoritative manner.
 - c) Offer to help find a solution; ask the person for the solution he wants. Present options whenever possible.
 - d) Follow instructions from the person with weapon. DO NOT ATTEMPT TO DISARM.
 - e) Stall for time. Maintain or gain distance. Watch for chance to escape to safer area.
 - f) Watch for signs of impending violence. If imminent jeopardy of death or serious physical injury, you may have to act to save your life. (Personal judgment call.)



Continues...

Possible contributors to workplace violence: NOTE: Please use these indicators in a positive, constructive manner. They may or may not be helpful in identifying an individual who has problems and is in need of help. They may not, in fact, be an indication of any intention of perpetrating violence in the least.

Obsessions:

- Involvement with own employment to the exclusion of all else
- Obsessive-compulsive behavior
- Unwarranted sense of entitlement
- Romantic or sexual obsession
- Possession of, access to, weapons or paramilitary training
- Other acts of workplace violence-sees them as “justified”

Indicators of Violence

Be sensitive to and watch for:

- Newly acquired negative traits
- Sudden withdrawal from friends
- An inability to concentrate
- Sudden decrease in productivity
- Problems with attendance
- Overreaction to stimuli or poor impulse control
- Inappropriate displays of affection, sorrow, frustration, etc.

Indicators of Violence cont’d:

- Demonstration of feeling of extreme depression
- Threats of sabotage against property of employer or fellow employees
- Actual threats or intimidation of others
- Discussing harassing or stalking of others
- Violent reaction to discipline or termination “revenge”
- Indicators of suicidal intentions
- Acknowledgment of marital or relationship discord, distress, etc.



HOSTAGE RESPONSE

During a Hostage Situation:

- Remain calm. Do not yell or scream. Be careful not to make any sudden movements.
- If your facility has a silent alarm, activate it if you can do so without risk; or call 911 if you can do so without risk.
- Comply immediately with all instructions and demands. Stay alert and dismiss any idea of escaping or being a hero. Remain in position as instructed, however uncomfortable.
- Only look the captor directly in the face when directed to do so. Address them with respect and answer all questions briefly and to the point. Be as agreeable as possible. Never jeopardize your own or anyone else’s personal safety.
- Observe the terrorists and note behaviors. Remain still and stay down when the rescue team enters. Be prepared to identify terrorists who try to exit as hostages.

11.5 Earthquake

Preparation:

Employees are informed in the proper safety procedures during an earthquake.

Every employee must know how to react to an earthquake to include:

- Protecting themselves under a desk or other secure platform.
- Standing against an inner wall or inner door way of the building.
- Stay away from all windows.
- Get out from under any possible display, fixture, or equipment that could fall during the incident.



Emergency Procedure:

In the event of an earthquake the Manager/Supervisor should take charge of the process. The manager/supervisor should instruct all employees to duck and gain cover.

After the earthquake has stopped, evacuate the building:

- Take the Emergency Binder with you.
- The manager/supervisor should remain calm, and help escort as many employees and guests out of the building as possible.
- Take any known necessary first aid supplies.
- A sweep of the building should be conducted for any remaining employees/guests. The page system may be used to calmly address any other parties in the building.
- If possible turn off gas and electric utilities. Stay clear of all downed electrical lines.
- Help any employees or guests in need of assistance. Do not attempt to move a seriously injured person unless they are in immediate danger.
- All employees will evacuate to the designated safe area provided on your evacuation map.
- The Meeting Area Coordinator will conduct a head count of all employees. Immediately notify the emergency personnel of any employees missing.
- DO NOT re-enter the facility for any reason until given the "All Clear" signal.

11.6 Flood

Monitoring Flood Level and Weather Conditions:

Flood warnings will be monitored by the Safety Officer using the methods and resources listed below:



- The National Weather Service - <https://www.weather.gov/>
- USGS Army Corp of Engineers - <http://www.nww.usace.army.mil/>
- Special Weather Bulletins - <https://www.accuweather.com/en/us/walla-walla-wa/99362/weather-forecast/331420>
- Emergency Management - <http://www.co.walla-walla.wa.us/departments/emd/index.shtml>

Flood Preparation and Mitigation Procedure:

In the event of a flood warning and/or flood, with the assistance of the Manager/Supervisor, the Maintenance Team and Safety Officer will take charge of the process. The Manager/Supervisor should instruct all employees to evacuate as necessary.

- Take the Emergency Binder with you.
- The manager/supervisor should remain calm, and help escort as many employees and guests out of the building as possible.
- Take any known necessary first aid supplies.
- A sweep of the building conducted for any remaining employees/guests. The page system may be used to calmly address any other parties in the building.
- Help any employees or guests in need of assistance. Do not attempt to move a seriously injured person unless they are in immediate danger.
- All employees will evacuate to the designated safe area provided on your evacuation map.
- The Meeting Area Coordinator will conduct a head count of all employees. Immediately notify the emergency personnel of any employees missing.
- DO NOT re-enter the facility for any reason until given the "All Clear" signal.

The Maintenance Team are responsible for the following as necessary:

- Close valves, gates, doors, etc.; relocate/reroute stock/restrain stock; prevent storm sewer back-up; plan for safe emergency shutdown of equipment, utilities, and electrical systems; control ignition sources; and leave fire protection systems in service as long as possible.

The Manager/Supervisor are responsible for the following as necessary:

- Relocating critical files, records, collections, etc.; relocating portable high-value equipment; and safeguarding production equipment.

11.7 Inclement Weather or Natural Disasters

Certain inclement weather or natural disasters affect the safety and well-being of employees and may lead to temporarily closing, early departure or delaying the opening of the facility.

Key Technology will make every effort to maintain normal business hours during inclement weather or natural disaster conditions. During these periods, employees are expected to make every reasonable effort to get to work at their regularly scheduled start time. Where extreme weather and/or disaster related circumstances warrant it, the company reserves the right to close, delay or advocate early departure from the facility.

Procedure:

- The decision with regards to closing, early departure or delaying the corporate facility will be made by the Sr. Director, North American Operations or a member of the executive team if the Sr. Director, North American Operations is unavailable.
- In the case of a facility closing, notification will be communicated by a pre-recorded voice message and posted on the Company's intranet site.
- Employees should refer to **Key Technology Company Policy 3-53 Inclement Weather or Natural Disaster Facility Closures** for details of the policy and work instructions.

Appendix A**Emergency Notification Contact List (On-Site)**

Title	Name	Work Number	Mobile Number
Safety Officer	Jeff Rosenfelt	509.394.3418	509.240.6908
Production Manager	Brad Baumgart	509.394.3217	509.240-5967
Laser Safety Officer's LSO	Elliot Vallejo Danielle Wilson	509.394.3706 509.394.3242	
Maintenance Supervisor	Tom Filan	509.394.3475	509.240.7585
Sr. Director, NA Operations	Stan Croghan	509.394.3276	509.240.6516
Sr. Exec. Admin	Ginger Petty	509.394.3203	509.200.0172
Legal & Compliance	Amy LeFore	509.394.3611	503.930.7177
HR Manager	Tonyel Nelson	509.394.3710	
Key Technology, CEO	Jack Ehren	509.394.3120	509.240.5006
Key Technology, CFO	Jeff Siegal	509.394.3300	503.709.3371

Appendix B

Emergency Agency Contact List (Outside)

Phone Number

Fire Department	9-911
Emergency Medical Services	9-911
Local and State Police	9-911
Urgent Care	<u>WW Walk In Clinic</u> 55 W. Tietan St. 509.525.3720 <u>Providence Urgent Care</u> 380 Chase Ave 509.897.3000
Hospitals	<u>Providence. St. Mary's</u> 401 W. Poplar St. 509.897.3320
Contractors	Walla Walla Electric 509.525.8672
Walla Walla Eye Center	<u>Walla Walla Eye Center</u> 299 W Tietan St, 509.525.2100

Appendix C

Department Emergency Response Team List

Name	Job Title/Shift	Workplace
Jeff Rosenfelt – Emergency Response Coordinator	EHS Officer	Manufacturing Office
Brad Baumgart – Emergency Response Coordinator (Back-Up)	Production Manager	Manufacturing Office
Tom Filan – Emergency Response Coordinator (Back-Up)	Maintenance Supervisor	Manufacturing
John Lovejoy – Welding & Finishing AREA #2 Coordinator	Welding Supervisor/Day	Weld/Sandblast/Finishing
Bryan Johnson	Welder/Day	Welding
Nick Stadnik	Welder/Day	Welding
Larry Baird – Fabrication AREA # 3 Coordinator (Day)	Fabricator/Day	Fabrication
Mark Doepker Assembly	Assembler/Day	Assembly
Mark Melahn – Fabrication AREA # 3 Coordinator Swing S	Production Supervisor/Swing	Weld/Sandblast/Finishing/Fabrication
Roger Contreras Assembly swing AREA #3	Assembler/Day	Assembly
Darla Schuster – South Offices AREA #4 Coordinator (Day)	QA Admin	Quality, North Offices
David Creek – Emergency Response Coordinator (Back-Up)	Facility Maintenance/Swing	Manufacturing
Marie Hallowell	HR Clerk	HR
Damon Berg Assembly swing AREA #3	Assembler/Swing	Assembly
Alisha Singer – ISC Coordinator	Site Coordinator-ISC	ISC
Amy LeFore – North Offices # 1 Coordinator (Day)	Legal/Compliance	North Offices
Ginger Petty – North Offices AREA # 1 Coordinator (Day)	Sr. Executive Admin	North Offices
Chris Kellie	Sr. Salesforce System Analyst	ISC
Eric Miller	Fabricator/Swing	Fabrication
Matt Murphy	Stockroom/Swing	Stockroom

Appendix D

Facility Evacuation Primary Meeting Areas

The primary assembly point(s) at Key Technology are:

Meeting Area #1 – North Offices & Labs – (all offices North of Wicher Conf. Room)

Meeting Area Coordinator: Amy LeFore/Ginger Petty

Meeting Area #2 – Weld/Finishing –

Day Shift Meeting Area Coordinator: John Lovejoy/Bryan Johnson

Swing Shift Meeting Area Coordinator: Mark Melahn

Meeting Area #3 – Fabrication, Maintenance, Stockroom, Assembly, QA Lab

NOTE: For swing shift evacuations, supervisors must unlock all back gates to allow for employee evacuation and emergency vehicle entrance.

Day Shift Meeting Area Coordinator: Larry Baird/Roger Contreras

Swing Shift Meeting Area Coordinator: Damon Berg

Meeting Area #4 – South Offices – (all offices on Wicher Conf. room side and South)

Meeting Area Coordinator: Darla Schuster

IMPORTANT!! Managers and Supervisors are responsible for a head count of their employees to be given to the Assembly Area Coordinator. If you are unable to get to your designated meeting area, go to the nearest meeting area and inform the Assembly Area Coordinator so you can be accounted for.

Emergency Evacuation Map (see next page)



